

## ALTAR GUILD INSTRUCTIONS

### Care of Altar Cloth

Wash on gentle cycle with mild soap, no bleach or detergents, as hot as you like with white linens. Line dry or machine dry at low setting until slightly damp. Iron on back until partly dry, then on the right side to bring up the natural sheen.

### Care of Acolyte Robes

Care instructions are on the robes. Machine wash warm, tumble dry low, remove promptly.

### Cleaning of Candelabras and Brass Flower Holders

Use Never Dull on candle toppers ONLY. Do not use any chemical on candelabra or flower holders, buff with soft dry cloth.

### Cleaning of Missal Stand (holds hymnal) and Acolyte Lighters

Apply Brasso with soft cloth, buff clean with soft dry cloth.

## WEEKLY TASKS

1. Flowers are delivered. They put the flowers in the kitchen refrigerator. Following services on Sunday, place the empty liners by the refrigerator in the kitchen.
2. Remove plastic from altar.
3. Check calendar (under glass) for color of altar coverings. If necessary, change. (Coverings are kept in the big chest in the basement.) Pastors use their own stoles. Colors are NOT changed for weddings or funerals
4. Fill candelabras with oil. After filling, light and make sure flames are approximately 1" high (not any higher as they will flicker while burning.) Clean tops of candles with Never Dull and buff with paper towel at least 1x per month. If you have trouble with the wicks, replacement wicks (with threader) are found in the cabinet with the candelabras. Put candelabra on the altar. **BE SURE TO WEAR GLOVES WHEN HANDLING.** They are placed on the inside (closest to Christ). Do not use Brasso or Never Dull on candelabra base.
5. Check flower liners to see if additional water is needed for the flowers. Put vases on altar next to candelabras. **BE SURE TO WEAR GLOVES WHEN HANDLING.** On Sunday, put empty flower liners in the kitchen next to the refrigerator. Do not use Brasso or Never Dull on flower vases.
6. Change eternal light. Empty containers can be thrown away. Additional candles are kept in the lower left hand drawer in the sacristy. If you see we are getting low, please call or email Julie Wilson.
7. Check schedule for banners. There is a long rod behind altar to position into place. (Schedule of banners is in the glass cabinet with the candelabras).
8. Check wick on acolyte lighters. Change if low. Extra wicks can be found in the lower left hand cabinet in sacristy. Clean acolyte lighters at least 1x per month with Brasso.
9. Polish missal stand (holds hymnal) and acolyte lighters at least 1x per month. Polish the tops to the candelabras with Never Dull and buff with a paper towel least 1x per month. Rages are in drawers next to the sink. Wooden offering plates should be cleaned with a damp cloth and thoroughly dried as necessary.

10. Check bulletin for baptisms. If there is one scheduled, the water, handkerchief, oil and white towel/washcloth should be placed on baptismal font approximately 15 minutes before service begins. Use very warm water. Also place a baptismal candle (out of the box) on font. Both handkerchiefs and candles are found in the glass upper cabinet on the left in the sacristy. **SAVE BOX FOR PARENTS** to keep candle. A rose is ordered by the office for each child baptized and is delivered with the Sunday flowers. Put the rose in a vase and put on altar for both services.

## **COMMUNION**

1. Individual cups and common cup are always used for communion. Place the pitcher, chalice, ciborium (cup with lid containing wafers) and the paten (tray to serve wafers) on the silver tray in the center of the altar. Place the stack of individual cups to the left of the silver serving tray on the altar. The top tray of cups is full, the 2<sup>nd</sup> tray is completely empty, and the subsequent trays are full. (e.g. Full, empty, full, full, full, full) Place 3 cups of juice in the center of the tray. If you find we are low on juice, wine or wafers, please call or email Julie Wilson.
2. The bread should be put in the ciborium (cup with lid) and the Paten (bread tray) should be empty. If regular bread is used, place loaves in a napkin-lined wicker basket on the altar with the paten. The ciborium will not be needed.
3. Check communion cards in pews prior to communion on Sunday. Check to see if pencils are in each card holder. Extra cards and pencils are kept in the cabinet above the sink.
4. Counting of communicants. Each tray contains 40 cups. Number of empty glasses are tracked and logged on the sheet on the shelf in front of the stained window.

## **MISCELLANEOUS**

Check acolyte gowns after 10:00 service to assure they are hung up neatly.

Wash altar cloth as necessary.

NO REAL FLOWERS ON THE PIANO. Only artificial are allowed.

Julie Wilson will take care of setting up and taking down the Advent wreath.

## **SPECIAL SERVICES**

### **Funerals**

Church Office calls Chairperson  
Leave paraments the color of the season  
Funeral Pall is stored in parament box in basement  
Change banner to "He is Risen"  
Make sure Pascal candle has oil in it.

### **Weddings**

Change banner to "Wedding Rings"  
Change the banner back before Sunday morning  
Go ahead and take the Bible and Hymnal over to the Saturday Night service.  
Only place the Brass Flower Holders on the altar if the bridal party is using them. Many times they have their own.